

CHANNING MEMORIAL CHURCH

Board Minutes

November 12, 2009

Present: Chris Laudon, Jim Freess, Jake Smith, Coles Mallory, David Pedrick, Russ Milham, Sarah Mermin, Judie Porter

STAFF: Halycon Westall

PROCESS OBSERVER: Chris Laudon

MINUTES: The October minutes were approved.

PROPERTY

The steeple scaffolding is partially down. Gnazzo is removing all of their equipment. Chris is in daily contact with Chime Masters to coordinate the arrival of the bells. They are projecting the week of December 14th if the bells leave the Netherlands on time.

Chris is proposing a congregational meeting on November 29th to approve the driveway plan. This includes removing a diseased tree and paving areas. Also parking in rear and driveway. Estimated cost is \$7500.

Coles made a motion to:

- a. remove a tree
- b. recommend the site recommendation as a proposed by the property committee
- c. approve the congregational meeting on November 29th

Motion passed unanimously. Following the minutes is a copy of the warrant that will be mailed to the congregation.

Channing House Tenants – we were contacted by Coastal Management that there is a group of 4 men interested in renting the apartment. David suggested leasing through August so the apartment is not made available in the late fall.

Jake asked if there was going to be any lighting on the steeple. It hasn't been decided, but has been discussed. It can be done after the fact since it will be lit from below not above. Chris asked about how decisions about the plaque should be made. Property should make recommendations to the Board. Many thanks to Chris for all of her hard work.

TREASURER

There is cash on hand and salaries are being paid. The money is coming in and going out. Jake passed around an update on where we are in pledges. We have collected \$47,135 against a total of \$157,000 for the fiscal year. Russ interjected that the pledge amount collected was closer to \$61,000 because people had paid this year's pledge early

starting in January. **Jake** will be sending out statements. We have collected \$61,000 for the capital campaign this calendar year.

GOVERNANCE

Russ requested the Governance proposal be placed on the agenda and is anxious to have the board vote on it. Sue was not ready to discuss it at this month's meeting, but it will be placed on the agenda for the December meeting.

STEEPLE & BELL CELEBRATION

We should know in two weeks if the bells are on their way. Two separate days will be needed to get the crane in here to put the frame in and then again to put the bells in.

Regarding the planned celebration in January, Jim asked if we could get a committee together to plan the celebration. Judie said there should be two separate groups, 1) to plan the presentation/talks and 2) to coordinate the food. We may get a caterer. Amy needs to be consulted. It was suggested that the President appoint a committee to plan the event. A suggestion was made to ask Betsy Leersen to coordinate the food. Judie recommends the Fellowship Committee be included in the planning.

SANCTUARY CANDLE GUIDELINES

The law for churches is different and not clear. Russ read a quote from fire code that Amy had distributed in an email prior to the Board meeting. Sarah asked if the Board would support the candle usage under the following safety guidelines:

1. Remove cushions
2. use plastic candle covers
3. Not allowing children to hold the candles
4. Have designated people lighting the candles and then passing them down the pews
5. Have a person that will verify the candles are out after the service
6. We would have a fire extinguisher(s) present.

A formal vote was not taken, but there was general consensus that the Board agrees with those guidelines. There was a discussion about how old a "child" should be, but no determination was made. The Board appointed a small group to go speak to the Newport Fire Chief. Amy, Sarah and Jim Freess will report to the Board via email the results of that meeting. They will ask the Fire Chief about children handling the candles.

Below is the email report regarding the meeting with the Fire Marshall:

Hi all,

Amy and I met with the fire marshal today in the sanctuary. He was very nice and very supportive. The summary of our conversation follows.

1) He agreed we should remove the cushions.

- 2) *He will take a look a sample of the plastic cover to which Amy has already referred. He doesn't anticipate any problems with that.*
- 3) *We will call him 2 weeks before the service so that the fire department can come and do an inspection of all our exit doors to make sure they are functioning well.*
- 4) *We will have 4 people, each assigned to one fire extinguisher. The fire department is available to train these folks to use the fire extinguishers or if we have people already familiar with the fire extinguishers, the training isn't imperative.*
- 5) *We will continue to have an announcement at the beginning of service identifying all the exits.*
- 6) *We will continue passing the flame as we have in the past. He did not think it posed a safety hazard. And he thought the cups would be sufficient to keep the wax from dripping on people or objects.*
- 7) *He didn't think we need to make a minimum age for candle holders. He thought it was difficult to enforce. Instead, we should be reminding parents that they are responsible for their child/children's candle. That way each family will determine who has a candle and who doesn't.*
- 8) *We will have a metal container to put the candles in at the end of service. One person will be responsible for remaining in the sanctuary for 30 minutes post service to ensure that there is no fire hazard. During that time, they will walk up and down the aisles and look in the container that holds the candles.*

Amy is writing up a little blurb for the catalyst letting people know about the cushions and the new globes and reminding parents that they are responsible for their children's candles. (or something like that) She is ordering a sample cover to give to the fire marshal for inspection, as well as the covers we will need. We will need to remove the cushions from the sanctuary on Sunday the 20th after service. We will need a little committee to replace the cushions before service on Sunday the 27th. Anyone willing to help with that should contact me. We will need a person to stay the 30 minutes after service and a few people to "person" the fire extinguishers. With all of that precaution, I believe we are ready to enjoy the glow.

PROCESS OBSERVER: Every body was on time and polite. Good meeting.

Warrant

Notice is hereby given to the members of
Channing Memorial Church that a
Special Congregational Meeting
will be held on
Sunday, November 29, 2009
in the Parish Hall at 11:30am
Following The Church Service

Agenda

**The Governing Board endorses the recommendation of the Property
Committee:**

1. To construct a driveway on the east side of Channing House and a parking lot in the southeast corner to provide 6 parking spaces for tenants and staff.
New portions of the driveway are to be made of gravel and crushed blue stone for permeability of rainwater. It will allow for turning and exiting the driveway safely.
2. To construct a horseshoe driveway in front of Channing House with a short spur of existing asphalt next to the Sanctuary as drop-off space for congregation members. It is to have one-way traffic entering at the downhill driveway, circling in front of Channing House, and exiting at the driveway on the Elks side. The new portions will be of gravel and crushed blue stone.
Care will be taken to protect both trees in the front yard.